



# Drop & Go Manifest



Customer Name : .....

Contact Phone No : .....

Card Number :

Item	Service required (e.g. 1st Class, 2nd Class, Special Delivery)	Post Code	Building Name or Number	Item Value (Tracked and guaranteed service only)	Barcode number (Tracked and guaranteed service only)	Sending dangerous goods? e.g. aerosols, batteries, nail polish etc (See full list at <a href="http://www.postoffice.co.uk/dropandgo">www.postoffice.co.uk/dropandgo</a> ) <b>List items and quantity here</b>
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						
15.						

Additional services required e.g. books or sheets of stamps	
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Date Stamp 

Date: ...../...../.....

Customer Signature:.....

The sender is responsible for checking whether an item is prohibited or restricted. We reserve the right to refuse any other item banned by law or that in our opinion may be harmful or dangerous to our customers or employees. Posting prohibited goods or restricted goods could result in prosecution.

Where the sender sends items using a Parcelforce Worldwide service, the services will be provided by Royal Mail Group Limited (trading as Parcelforce Worldwide). By signing this Drop & Go manifest, the sender agrees to the conditions of carriage set out at [www.parcelforce.com/conditions-of-carriage](http://www.parcelforce.com/conditions-of-carriage) which shall apply to the provision of such services by Parcelforce Worldwide to the sender.

Need more copies of the manifest? These can be completed online and printed, or downloaded from [www.postoffice.co.uk/dropandgo](http://www.postoffice.co.uk/dropandgo)